

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
February 13, 2017

- | | | |
|-----|---------------------------------------|----------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: January 9 | Consent Agenda |
| 5. | Financial reports | Consent Agenda |
| | a) 2016 Year End Reports | |
| | b) Cunningham donation | |
| | c) 2016 Water/Electric Expense Report | |
| 6. | Director's report | Consent Agenda |
| 7. | Old business | |
| | a) Basement Lift updated quote | Action |
| 8. | New business | |
| 9. | Long Range and Strategic Planning | |
| 10. | Other Business | |
| 11. | Adjourn | Action |

Next meeting: Monday, March 13, 2017 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
Monday January 9, 2017

President Keith Bottrell called the meeting to order at 5:30 p.m. Members present were: Tori Bowers, Kelly Kimerer, Tammy Channell, Mary Ann Kibbe, Joyce McKinney, Lorraine Jensby and Rachel Malay.

The minutes of the December meeting were reviewed with no changes.

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted December was busy and passed by in a rush. The first semester of Story Port ended with the new semester starting Jan. 9th with transportation available from the elementary school. The high school borrowed the mini golf course. The annual Aisle of Lites was attended well, and many vacation days wrapped up the year. Rachel also provided quarterly and year-end statistics for the board.

Joyce made a motion to accept the December minutes, the financial report and the director's report. Tammy seconded and the motion carried 8-0.

Old Business:

The library received a quote from Fugate Construction for the basement lift project. The quote totaled \$4,200 for the cutting of the hole for the lift, cutting new hole for relocation of the book drop and patching the old book drop. Lorraine made a motion to accept the bid from Fugate Construction. Joyce seconded and the motion carried 8-0.

The benches donated by Mike and Shirley Stewart in memory of Barbara Stewart were delivered by Thompson's on January 4th. The donors will be contacted to let them know they have arrived. Rachel would like them to come by and look at them to make sure the benches were done as expected by the donors.

New Business:

The board reviewed the Immediate Payment of Bills Waiver. This waiver gives the authorization to pay vouchers, invoices, and bills as immediately as possible to maintain timely accounts. Kelly made a motion to accept the Immediate Payment of Bills Waiver as written. Lorraine seconded and the motion carried 8-0.

Rachel provided the board with a possible cost of living wage increase for library employees. These changes will help bring the Port Library's pay scale closer to the state average of libraries our size. The following is what the new pay scale would look like:

| | July-December 2016 | January-June 2017 |
|--------------------|--------------------|-------------------|
| Rachel Malay | \$35,500.00/year | \$36,000.00/year |
| Marla Evert-Sarver | \$11.30/hr | \$11.45/hr. |
| Brian DeBey | \$10.25/hr | \$10.40/hr |
| Debora Imhoff | \$9.35/hr. | \$10.15/hr. |
| Mary Lou Heller | \$9.35/hr. | \$9.50/hr. |
| Craig Marcotte | \$10.30/hr. | \$10.40/hr. |

After discussion by the board, Tori made a motion to accept the cost of living wage increases for library employees taking effect retroactively January 1, 2017. Kelly seconded and the motion carried 8-0.

The board reviewed the new job descriptions for Administrative Assistant and the Genealogy and Local History Librarian. Duties and responsibilities for these jobs were described and discussed. Mary Ann made a motion to accept the job descriptions for the Administrative Assistant and the Genealogy and Local History Librarian position. Tammy seconded and the motion carried 8-0.

With there being no further business to discuss, Joyce made a motion to adjourn. Lorraine seconded and the meeting adjourned at 6:15 p.m.

Tori Bowers
Secretary

Next meeting is Monday February 13, 2017 at 5:30 p.m.

Port Library

2016 YEAR END- Reported February 13, 2017

| | 2016 Budget | Spent Y-T-D | %-Age Spent | Budget Remaining |
|----------------------------|------------------|------------------|----------------|---------------------|
| Salaries & Wages | 116540.00 | 95123.85 | 81.62 | 21416.15 |
| Payroll Taxes | 12650.00 | 7277.08 | 57.53 | 5372.91 |
| KPERS | 9900.00 | 7418.71 | 74.94 | 2481.29 |
| Utilities | 300.00 | 104.00 | 34.67 | 196.00 |
| Telephone | 500.00 | 230.94 | 46.19 | 269.06 |
| Technology/Service | 2650.00 | 623.19 | 23.52 | 2026.81 |
| Printing & Ads | 860.00 | 496.20 | 57.70 | 363.80 |
| Supplies | 5000.00 | 4934.37 | 98.69 | 65.63 |
| Materials: Books | 5500.00 | 8836.74 | (160.67) | (3336.74) |
| AV/Other | 4250.00 | 6302.95 | (148.30) | (2052.95) |
| Periodicals | 3700.00 | 3397.30 | 91.82 | 302.70 |
| Maint/Supplies | 1500.00 | 1345.49 | 89.70 | 154.51 |
| Insurance | 4900.00 | 4506.00 | 91.96 | 394.00 |
| Postage/Stamps | 900.00 | 1012.86 | (112.54) | (112.86) |
| Programming: Story Port | 300.00 | 24.05 | 8.02 | 275.95 |
| Summer | 400.00 | 413.47 | (103.37) | (13.47) |
| YA/Other | 550.00 | 610.96 | (111.08) | (60.96) |
| Staff Development & Travel | 1300.00 | 1230.12 | 94.63 | 69.88 |
| Equipment & Automation | 5500.00 | 5162.75 | 93.87 | 337.25 |
| Other | 400.00 | 104.51 | 26.13 | 295.49 |
| | 177600.00 | 149155.55 | 83.99 | 28444.45 |
| Capital | 14000.00 | 14000.00 | 100.00 | -0- |
| Total | 191600.00 | 163155.55 | 85.15 | 28444.45 |

Port Library**January 2017 – Reported Feb 13, 2017**

| | 2017 Budget | Spent Y-T-D | %-Age Spent | Budget Remaining |
|----------------------------|------------------|----------------|----------------|---------------------|
| Salaries & Wages | 124600.00 | 8519.55 | 6.84 | 116080.45 |
| Payroll Taxes | 10000.00 | 651.74 | 6.52 | 9348.26 |
| KPERS | 10800.00 | 613.52 | 5.68 | 10186.48 |
| Utilities | 200.00 | -0- | -0- | 200.00 |
| Telephone | 500.00 | -0- | 0- | 500.00 |
| Technology/Service Calls | | | | |
| Maintenance Contracts | 2650.00 | -0- | -0- | 2650.00 |
| Printing & Ads | 1050.00 | -0- | -0- | 1050.00 |
| Supplies | 5000.00 | -0- | -0- | 5000.00 |
| Materials: | | | | |
| Books | 6000.00 | -0- | -0- | 6000.00 |
| AV/Other | 4250.00 | -0- | -0- | 4250.00 |
| Periodicals | 3800.00 | -0- | -0- | 3800.00 |
| Maintenance | 1500.00 | -0- | -0- | 1500.00 |
| Insurance | 5100.00 | -0- | -0- | 5100.00 |
| Postage/Stamps | 900.00 | -0- | -0- | 900.00 |
| Programming: | | | | |
| Story Port | 400.00 | -0- | -0- | 400.00 |
| Summer | 500.00 | -0- | -0- | 500.00 |
| YA/Other | 550.00 | -0- | -0- | 550.00 |
| Staff Development & Travel | 1300.00 | -0- | -0- | 1300.00 |
| Equipment & Automation | 5500.00 | -0- | -0- | 5500.00 |
| Other | 400.00 | -0- | -0- | 400.00 |
| <hr/> | | | | |
| | 185000.00 | 9784.81 | 5.29 | 175215.19 |
| Capital | 14000.00 | -0- | -0- | 14000.00 |
| Total | 199000.00 | 9784.81 | 4.92 | 189215.19 |

Port Library Bank Accounts – YEAR END
 Reported: February 13, 2017

| Beginning Balance | General Checking | General DDA- | State GSB | CKLS GSB | Special GSB | Special GSB |
|-----------------------------|---------------------|-----------------|--------------|-------------|----------------|----------------|
| Balance 12.31.2016 | 1913.17 | 247938.87 | 9.14 | 5843.81 | 7302.37 | 107990.81 |
| Credits: | | | | | | |
| DDA Transfer | 2500.00 | | | | | |
| Interest | | 33.18 | | | .31 | 15.22 |
| Fines/Copies | | | | | 130.00 | |
| Books Sold | | | | | 40.75 | |
| Donation | | | | | 11.00 | |
| Total | 4413.17 | 247972.05 | 9.14 | 5843.81 | 7484.43 | 108006.03 |
| Checks & Debits: | | | | | | |
| Ingram Library | 2053.38 | Trans. | | | T. | |
| Mid-America Books | 333.63 | Chkg. 2500.00 | | | OK | |
| Central Office Supply | 81.44 | | | | Tire | 698.00 |
| Waconda Trader | 25.20 | | | | | |
| Micro Mktg. | 50.50 | | | | | |
| Rays Applemarket | 16.73 | | | | Card | |
| Safe Equipment | 800.00 | | | | Svs. | 20.95 |
| Card Services | 93.04 | | | | | |
| Beloit Typewriter | 6.99 | | | | | |
| Culligan | 11.50 | | | | Ray's | |
| Demco | 469.12 | | | | AMkt | 128.00 |
| Cunningham | 33.95 | | | | | |
| Ace Hardware | 77.15 | | | | | |
| Marla Evert-Sarver (reimb) | 104.00 | | | | | |
| Rachel Malay (reimb) | 13.00 | | | | | |
| Balance 1.15.17 | 243.54 | 245472.05 | 9.14 | 5843.81 | 6637.48 | 108006.03 |

Port Library Bank Accounts – January Activity
Reported: February 13, 201

| Beginning Balance | General Checking | General DDA | State GSB | CKLS GSB | Special GSB | Special GSB |
|-----------------------------|-----------------------------|------------------------|----------------------|---------------------|------------------------|------------------------|
| Balance 1.15.17 | 243.54 | 245472.05 | 9.14 | 5843.81 | 6637.48 | 108006.03 |
| Credits: | | | | | | |
| DDA Transfer | 10000.00 | | | | | |
| Interest | | 31.07 | | | .29 | |
| Total | 10243.54 | 245503.12 | 9.14 | 5843.81 | 6637.77 | 108006.03 |
| Checks & Debits: | | | | | | |
| Brian DeBey | 1252.80 | Trans. | | | | |
| Marla Evert-Sarver | 1466.26 | Chkg. 10000.00 | | | | |
| Mary Lou Heller | 595.35 | | | | | |
| Debora Imhoff | 570.72 | | | | | |
| Rachel Malay | 2141.50 | | | | | |
| Craig Marcotte | 522.85 | | | | | |
| KPERS | 1029.85 | | | | | |
| KSWH | 260.00 | | | | | |
| FWH | 642.00 | | | | | |
| Fica/Medi | 1303.48 | | | | | |
| Balance 1.31.17 | 458.73 | 235503.12 | 9.14 | 5843.81 | 6637.77 | 108006.03 |

New Library Building Funds Quarterly Report

October - December 2016

(Reported February 13, 2017)

| <u>Account Name/#</u> | <u>Balance</u> |
|---|----------------|
| Farmway Savings #19142-00 | 14275.21 |
| Guaranty Capital Savings #1801252 | 108006.03 |
| <u>*Guaranty Mitchell Co. Comm. Found. #1810597</u> | <u>5827.67</u> |
| Total | 128108.91 |

*Account updates from Mitchell County Community Foundation funds received biannually. This report reflects the most recent update the library has received.

Cunningham Telephone and Cable Company, Inc.

220 W. Main Street • P.O. Box 108

Glen Elder, Kansas 67446

785-545-3215

January 17, 2017

Dear Public Library,

Cunningham Telephone and Cable would like to help support your library once again by donating to you an entire year's worth of the "Business Local Telephone Service". This will be a monthly value of \$16.95 for 12 months. In past years this donation was done behind the scene with just a credit on your bill and you may not have even been aware of it. For better accounting purposes, a check for \$203.40 is enclosed. You may deposit the check and then write us a check for that same amount to put that credit on your account. Or you can deposit the check to be used however you prefer and know you will have to pay your full bill that will include the \$16.95 monthly.

Sincerely,

A handwritten signature in cursive script that reads "Denise K. Jackson".

Denise K. Jackson

Billing Specialist

City of Beloit
CUSTOMER HISTORY

| | | | |
|-----------------------|-------------------------|-----------------|--------|
| CUSTOMER # 7347 | SERVICE LOCATION | CURRENT BALANCE | \$0.00 |
| CITY OF БЕЛОIT | 1718 N HERSEY - LIBRARY | MONTHLY BUDGET | |
| 1720 N HERSEY LIBRARY | METER # 114037576 | BUDGET OWED | |
| BELOIT KS 67420- | | | |
| TEL # | DEPOSIT | | |

| <u>DATE</u> | <u>TRANSACTION</u> | <u>PRESENT</u> | <u>PRIOR #</u> | <u>DAYS</u> | <u>USAGE</u> | <u>AMOUNT</u> | <u>BALANCE</u> |
|-------------|--------------------|-------------------------|----------------|-------------|--------------|---------------|----------------|
| | Beginning Balance | | | | | | \$1,553.98 |
| 1/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (1,553.98) | \$0.00 |
| | Electric CHARGE | 18091 | 17442 | 31 | 12980 | 1,264.12 | |
| | Electric CHARGE | 4.28 | 0 | 31 | 85.6 | 468.45 | |
| | Sewer CHARGE | 1115 | 1106 | 31 | 9 | 22.01 | |
| | Water CHARGE | 1115 | 1106 | 31 | 9 | 25.55 | |
| | Water TestCHARGE | 1115 | 1106 | 31 | 9 | 0.03 | |
| 1/31/2016 | TOTAL | | | | | 1,780.16 | \$1,780.16 |
| 2/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (1,780.16) | \$0.00 |
| | Electric CHARGE | 18831 | 18091 | 31 | 14800 | 1,486.15 | |
| | Electric CHARGE | 4.27 | 0 | 31 | 85.4 | 502.40 | |
| | Sewer CHARGE | 1132 | 1115 | 31 | 17 | 25.14 | |
| | Water CHARGE | 1132 | 1115 | 31 | 17 | 29.58 | |
| | Water TestCHARGE | 1132 | 1115 | 31 | 17 | 0.05 | |
| 2/29/2016 | TOTAL | | | | | 2,043.32 | \$2,043.32 |
| 3/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (2,043.32) | \$0.00 |
| | Electric CHARGE | 19279 | 18831 | 29 | 8960 | 879.15 | |
| | Electric CHARGE | 2.5 | 0 | 29 | 50 | 290.00 | |
| | Sewer CHARGE | 1160 | 1132 | 29 | 28 | 31.38 | |
| | Water CHARGE | 1160 | 1132 | 29 | 28 | 36.63 | |
| | Water TestCHARGE | 1160 | 1132 | 29 | 28 | 0.09 | |
| | TAX | | | | | 0.01 | |
| 3/31/2016 | TOTAL | | | | | 1,237.26 | \$1,237.26 |
| 4/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (1,237.26) | \$0.00 |
| | Electric CHARGE | 19631 | 19279 | 31 | 7040 | 680.42 | |
| | Electric CHARGE | 2.503 | 0 | 31 | 50.06 | 290.36 | |
| | Sewer CHARGE | 1170 | 1160 | 31 | 10 | 21.92 | |
| | Water CHARGE | 1170 | 1160 | 31 | 10 | 26.18 | |
| | Water TestCHARGE | 1170 | 1160 | 31 | 10 | 0.03 | |
| 4/30/2016 | TOTAL | | | | | 1,018.91 | \$1,018.91 |
| 5/10/2016 | PAYMENT | Check | | | | (1,018.91) | \$0.00 |
| | Electric CHARGE | 19881 | 19631 | 30 | 5000 | 486.65 | |
| | Electric CHARGE | 0.85 | 0 | 30 | 17 | 140.00 | |
| | Sewer CHARGE | 1180 | 1170 | 30 | 10 | 22.54 | |
| | Water CHARGE | 1180 | 1170 | 30 | 10 | 26.00 | |

City of Beloit
CUSTOMER HISTORY

| | | | | | |
|-----------------------|------|-------------------------|--|-----------------|--------|
| CUSTOMER # | 7347 | SERVICE LOCATION | | CURRENT BALANCE | \$0.00 |
| CITY OF БЕЛОIT | | 1718 N HERSEY - LIBRARY | | MONTHLY BUDGET | |
| 1720 N HERSEY LIBRARY | | METER # 114037576 | | BUDGET OWED | |
| BELOIT KS 67420- | | | | | |
| TEL # | | DEPOSIT | | | |

| DATE | TRANSACTION | PRESENT | PRIOR # | DAYS | USAGE | AMOUNT | BALANCE |
|------------|------------------|-------------------------|---------|------|-------|------------|------------|
| 5/31/2016 | Water TestCHARGE | 1180 | 1170 | 30 | 10 | 0.03 | |
| | TOTAL | | | | | 675.22 | \$675.22 |
| 6/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (675.22) | \$0.00 |
| | Electric CHARGE | 20108 | 19881 | 31 | 4540 | 437.26 | |
| | Electric CHARGE | 1.08 | 0 | 31 | 21.6 | 140.00 | |
| | Sewer CHARGE | 1199 | 1180 | 31 | 19 | 25.07 | |
| | Water CHARGE | 1199 | 1180 | 31 | 19 | 30.57 | |
| | Water TestCHARGE | 1199 | 1180 | 31 | 19 | 0.06 | |
| 6/30/2016 | TOTAL | | | | | 632.96 | \$632.96 |
| 7/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (632.96) | \$0.00 |
| | Electric CHARGE | 20474 | 20108 | 30 | 7320 | 713.36 | |
| | Electric CHARGE | 1.46 | 0 | 30 | 29.2 | 165.20 | |
| | Sewer CHARGE | 1260 | 1199 | 30 | 61 | 51.10 | |
| | Water CHARGE | 1260 | 1199 | 30 | 61 | 50.35 | |
| | Water TestCHARGE | 1260 | 1199 | 30 | 61 | 0.20 | |
| | TAX | | | | | 0.01 | |
| 7/31/2016 | TOTAL | | | | | 980.22 | \$980.22 |
| 8/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (980.22) | \$0.00 |
| | Electric CHARGE | 20882 | 20474 | 31 | 8160 | 768.73 | |
| | Electric CHARGE | 1.49 | 0 | 31 | 29.8 | 168.80 | |
| | Sewer CHARGE | 1285 | 1260 | 31 | 25 | 31.86 | |
| | Water CHARGE | 1285 | 1260 | 31 | 25 | 32.96 | |
| | Water TestCHARGE | 1285 | 1260 | 31 | 25 | 0.08 | |
| | TAX | | | | | 0.01 | |
| 8/31/2016 | TOTAL | | | | | 1,002.44 | \$1,002.44 |
| 9/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (1,002.44) | \$0.00 |
| | Electric CHARGE | 21214 | 20882 | 31 | 6640 | 636.80 | |
| | Electric CHARGE | 1.09 | 0 | 31 | 21.8 | 140.00 | |
| | Sewer CHARGE | 1303 | 1285 | 31 | 18 | 26.16 | |
| | Water CHARGE | 1303 | 1285 | 31 | 18 | 29.88 | |
| | Water TestCHARGE | 1303 | 1285 | 31 | 18 | 0.06 | |
| 9/30/2016 | TOTAL | | | | | 832.90 | \$832.90 |
| 10/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (832.90) | \$0.00 |
| | Electric CHARGE | 21521 | 21214 | 30 | 6140 | 574.52 | |
| | Electric CHARGE | 1.07 | 0 | 30 | 21.4 | 140.00 | |

| | | | |
|-----------------------|-------------------------|-----------------|--------|
| CUSTOMER # 7347 | SERVICE LOCATION | CURRENT BALANCE | \$0.00 |
| CITY OF БЕЛОIT | 1718 N HERSEY - LIBRARY | MONTHLY BUDGET | |
| 1720 N HERSEY LIBRARY | METER # 114037576 | BUDGET OWED | |
| BELOIT KS 67420- | DEPOSIT | | |
| TEL # | | | |

| DATE | TRANSACTION | PRESENT | PRIOR # | DAYS | USAGE | AMOUNT | BALANCE |
|------------|------------------|-------------------------|---------|------|-------|----------|----------|
| | Sewer CHARGE | 1314 | 1303 | 30 | 11 | 22.31 | |
| | Water CHARGE | 1314 | 1303 | 30 | 11 | 26.27 | |
| | Water TestCHARGE | 1314 | 1303 | 30 | 11 | 0.04 | |
| 10/31/2016 | TOTAL | | | | | 763.14 | \$763.14 |
| 11/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (763.14) | \$0.00 |
| | Electric CHARGE | 21783 | 21521 | 31 | 5240 | 589.64 | |
| | Electric CHARGE | 0.97 | 0 | 31 | 19.4 | 140.00 | |
| | Sewer CHARGE | 1337 | 1314 | 31 | 23 | 29.39 | |
| | Water CHARGE | 1337 | 1314 | 31 | 23 | 32.36 | |
| | Water TestCHARGE | 1337 | 1314 | 31 | 23 | 0.07 | |
| 11/30/2016 | TOTAL | | | | | 791.46 | \$791.46 |
| 12/10/2016 | PAYMENT | Automatic Payment (ACH) | | | | (791.46) | \$0.00 |

COMMENTS

11 mo. Avg. 1068.90

TOTAL \$ 12,826.89

STATISTICAL REPORT
 February 13, 2017 (January Activity)

New Registrations

| | | | | | |
|-------|---|----------|---|-------|---|
| Adult | 8 | Juvenile | - | Total | 8 |
|-------|---|----------|---|-------|---|

Active Patrons 1,504

Materials Added (Accessions)

| | | | | | |
|-------|----------|----|-----------|-------------|----|
| Books | Adult | 29 | Non Books | CDs | 14 |
| | Juvenile | 54 | | DVDs | 28 |
| | | | | Video Games | - |
| | | | | Microfilm | - |
| | | | | Machinery | - |

Total Materials Added 125

Circulation

| | | | | | |
|-------|----------------------|--------------|-------------------|-----------------|------------|
| Books | Adult Fiction | 442 | Non-Books | Audio Materials | 65 |
| | Adult Non-Fiction | 87 | | Video Materials | 264 |
| | Juvenile Fiction | 271 | | Video Games | 56 |
| | Juvenile Non-Fiction | 55 | | Microfilm | 12 |
| | Large Print | 71 | | Magazines | 74 |
| | Young Adult | 84 | | Machinery | 6 |
| | CKLS Rotating | 20 | | E-Books | 71 |
| | Paperbacks | 9 | Interlibrary Loan | Borrowed | 60 |
| | | | | Sent | 22 |
| | Total | 1,039 | Total | | 630 |

Grand Total Circulation 1,669

In-House Machinery Use

| | | | |
|-------------------|----|-------------------|----|
| Computer #1 Users | 1 | Computer #5 Users | 25 |
| Computer #2 Users | 13 | Computer #6 Users | 13 |
| Computer #3 Users | 20 | Computer #7 Users | 10 |
| Computer #4 Users | 25 | Computer #8 Users | 4 |

In House Computers Users Total 111

| | | | |
|-------------------------|---|-------------------|---|
| Microfilm Machine Users | 6 | AWE Machine Users | 3 |
|-------------------------|---|-------------------|---|

Library Services

| | | | |
|-----------------------------|-------|------------------------------|-------|
| Wireless Internet Users | 21 | Reference Questions Answered | 89 |
| Average People Per Day | 50 | Estimated People Per Month | 1,292 |
| Programs (Juvenile & Adult) | 9 | Estimated People at Programs | 81 |
| Website Visitors | 1,268 | OPAC Users | 311 |

Monies Collected

| | | | |
|--------|----------|-----------|---------|
| Fines | \$ 72.80 | Microfilm | \$ 2.75 |
| Copies | \$ 58.50 | | |

Total Collected \$134.05

Director's Report

February 13, 2017

Happy Valentine's Day – a day early. I hope you have plans to cozy up with your favorite person, book, or special treat tomorrow. The library has activities all week if you care to stop in. January passed as quietly as the first month of the year usually does. This means slower patronage while the librarians take time to catch up on year end reports and behind-the-scenes projects.

We were closed January 2nd for New Year's observed. Thompson Tire delivered the memorial benches now out front of the library. The donors have yet to drive from Hunter to come see them in place. John Cashett has been coming in regularly as a volunteer to help Marla with research in the Genealogy department. The TOPS group reserved meeting space for all the Wednesdays in January. Mary Lou started Port Tots for toddlers and babies again on Fridays starting the 6th, due to parent request. Her group continues to thrive and I say more power to them!

Story Port started again on the 9th. We now have an arrangement in place with the elementary school and the bussing system to get kids over here after school. As long as there are less than 10 kids this is no cost to the school or library. We have about 6 kids regularly attending now, instead of the 3 from last year.

On the 16th we were closed for a snow day, which meant I cancelled the ebooks class scheduled for that day. I've had two people come in for private tutoring, and I may offer this class again in the fall to make up for the missed time. Movie night was the 19th and we had about 8 people. The group may be small but they are regulars! I took a vacation day on the 20th to help out with the Beloit Invitational Wrestling tournament, at the announcer's table.

The rest of the month finished quietly. I've turned in all my annual statistical reports, and Marla is working on the required financial and annual tax reports. The W-2's have already gone out. An inventory project started last fall is wrapping up. Our 2017 year-end weeding report will look a little funny as I've been deleting records for books that no longer exist in the library, but we'll have an accurate picture for future reports and estimation. I foresee us needing to do an inventory project only once every couple of years.

Construction on the library basement lift began on Wednesday, February 8th. The construction guys started with moving the book drop, and the lift itself should be installed this week if all goes smoothly.

Looking ahead: the rotating van comes for the first time in 4 months on Tuesday. The took a break in December to work on an inventory of their own. We have another movie night on the 16th. The Schafer Room is reserved for a private birthday party on the 19th and we're closed on the 20th for President's Day. CKLS is using the library on the 24th for a continuing education event, and I will be gone for half a vacation day in the afternoon that day. I will be impersonating a member of the Kansas Wesleyan University library staff at a board of director's meeting (at the request of my sister). That weekend is also the state wrestling tournament in Hays, so I will be out of town. Mary Lou will attend a CKLS workshop on the Summer Library Program in Great Bend on March 2nd.



Commercial Vertical Platform Lift EVALUATION/ORDER FORM



Date _____
 Sales Representative _____
 Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Fax _____
 Email _____
 Account Number _____

Purchase Order Number _____
 Ship To Address _____

Contact _____
 Phone _____

Application: Residential - Single Family Home
 Commercial

Shipping Method: Pick-up Common Carrier

Opportunity Reference / Project Name _____

Projected Close Date _____

Quote Order

Model

- CPL400 (53" max) Unit enclosed by others
- CPL600 (77" max)
- CPL800 (101" max) *16,375.00*
- CPL1000 (125" max)
- CPL1200 (149" max)
- CPL1400 (171" max)

Exact Lifting Height _____ inches (measured from top landing to floor). *Note: measure from inside pit*

Ramps

- CPL065 Auto-Folding
- Fixed Ramp.. Standard on CPL models
- Unit will be in a 3" pit

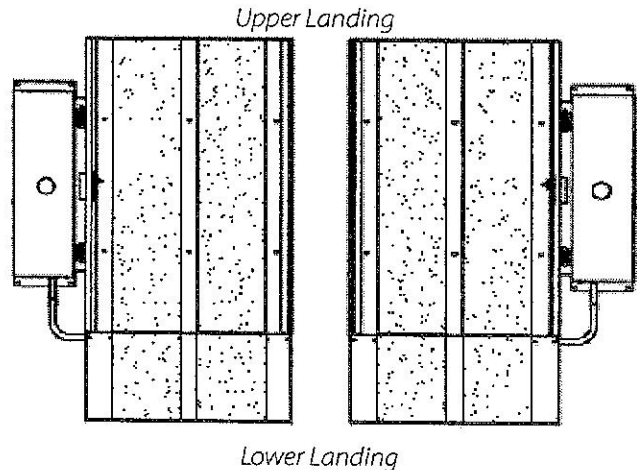
Platform Configuration

- Straight Through (Standard 36" x 54")
- CPL050 36" x 48" Platform
- CPL051 36" x 60" Platform Upgrade
- VPL3654 36" clear x 54" Platform
- CPL052 42" x 60" Platform Upgrade
- CPL058 42" x 54" Platform
- CPL054* Enter/Exit Same Side
- CPL053 36" x 54" 90° Exit Platform (L/R Enter/Exit)
- CPL057 36" x 60" 90° Exit Platform (L/R Enter/Exit)
- CPL059 42" x 54" 90° Exit Platform (L/R Enter/Exit)
- CPL055 42" x 60" 90° Exit Platform (L/R Enter/Exit)

* Not available for lift heights under 8'

Tower Orientation

- Left Hand Right Hand



Drive Power

- AC Power (Standard)
- DC Power CPL030
(Includes Batteries)

Power Supply

- 115v.....60 hz
- 220v.....60 hz
- 220v.....50 hz

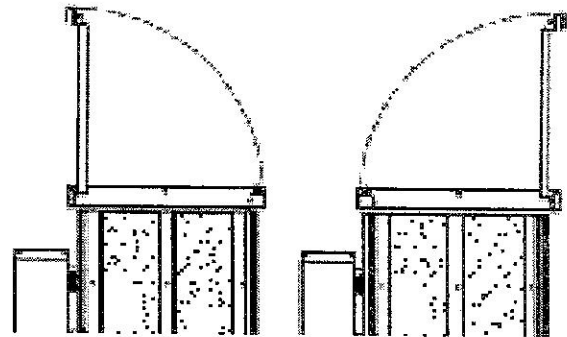
Controls

- PL016 Call/Send Control (Each)- Quantity 1 *209.00*
- PL017 Wireless Call/Send Controls (pair)
(N/A in Gate Frame)
- CPL015 Key Lock Upgrade for Control - Quantity _____
- CPL021 3 Stop Control Package with E-Stop Alarm
- CPL011 Emergency Stop Alarm and Lighted button *273.00*
- CPL017 Call/Send Controls w/ E-Stop Alarm
(N/A in Gate Frame)

Top Landing Gates

- CPL002L..... Top Landing Gate w/ EMI Interlock and Call/Send - LH *1212⁰⁰ -*
- CPL002R..... Top Landing Gate w/ EMI Interlock and Call/Send - RH
- CPL003L..... Top Landing Gate w/ EMI Interlock - LH
- CPL003R..... Top Landing Gate w/ EMI Interlock - RH
- CPL006L..... Top Landing Gate w/ EMI Interlock and Call/Send - 42" Wide - LH
- CPL006R..... Top Landing Gate w/ EMI Interlock and Call/Send - 42" Wide - RH
- CPL007L Top Landing Gate w/ EMI Interlock - 42" Wide - LH
- CPL007R..... Top Landing Gate w/ EMI Interlock - 42" Wide - RH

Top Landing Gate/Door Swing



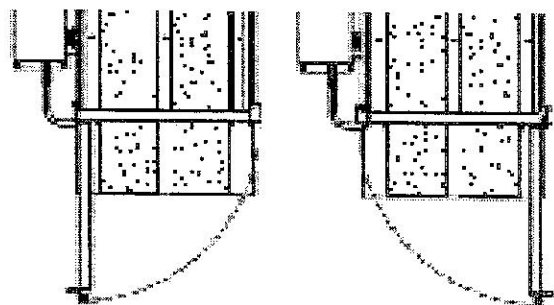
Left Hand

Right Hand

Platform Gates*

- CPL004L..... Platform Gate w/ EMI Interlock - LH
- CPL004R..... Platform Gate w/ EMI Interlock - RH *949.00*
- CPL077L..... Platform Gate w/ EMI Interlock - 42" Wide - LH
- CPL077R..... Platform Gate w/ EMI Interlock - 42" Wide - RH
- CPL090L..... Platform Gate w/ EMI Interlock for 90° Platform - LH
- CPL090R..... Platform Gate w/ EMI Interlock for 90° Platform - RH

Platform Gate/Door Swing



Right Hand

Left Hand

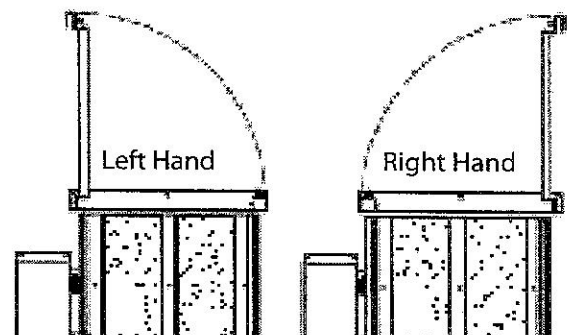
Note Commercial Application

Platform gate only allowed on max lift height of 60"
by ASME A18.1 - Section 2.1.3

Hoistway Doors

- CPL005L Fire-rated Flush Hoistway Door w/ EMI Interlock - LH
- CPL005R Fire-rated Flush Hoistway Door w/ EMI Interlock - RH
- CPL005L-ES . Fire-Rated Flush Hoistway Door w/ Electric Strike - LH
- CPL005R-ES . Fire-Rated Flush Hoistway Door w/ Electric Strike - RH

Middle Landing Door Swing



Left Hand

Right Hand

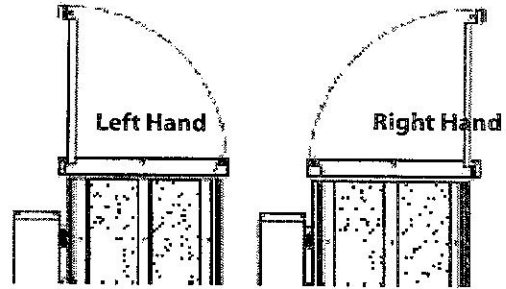
(Select for three stop applications)

Hoistway Doors (con't)

- CPL042L 42" Fire Door w/ EMI Interlock - LH
- CPL042R 42" Fire Door w/ EMI Interlock - RH
- CPL042L-ES . 42" Fire-Rated Hoistway Door w/ Electric Strike - LH
- CPL042R-ES. 42" Fire-Rated Hoistway Door w/ Electric Strike - RH

Lower Landing Door Swing

- Left Hand Right Hand



Electric Strike/Interlocks For Doors By Others

- CPL008WR . . Wiring for Interlocks provided by others—Per Landing. Harmar only recommends Interlock by Honeywell (CDILBS1W and CDIRBS1W)
- CPL008L EMI Interlock for Door/Gate — (Honeywell CDILBS1W) - LH
- CPL008R EMI Interlock for Door/Gate Provided—(Honeywell CDIRBS1W) - RH
- CPL009L Flush Mount Electric Strike for Doors by Others - LH
- CPL009R Flush Mount Electric Strike for Doors by Others - RH
Please provide Door Jamb Material
 Metal Wood
- CPL016 Keyed Dead Latch for use with Flush Mount Electric Strike - Each

Optional Equipment

- CPL022 Pit Switch
- CPL026 Float Level Switch
- CPL060 Fascia Panel - Lift Height Required (10-14 day lead time - 41" wide)
_____ Height in Feet
- CPL075 Phone Jack 190⁰⁰
- CPL076 Emergency Light 190⁰⁰
- CPL062 Tower Brace 223⁰⁰
- CPL078 Auto Opener for Top Landing or Platform Gate
- CPL079 Auto Opener for Full Door
- Express Deck (must submit additional form)
- VPL150* Outdoor Package per foot Qty _____
- VPL155* Coastal Package per foot Qty _____
- VPL160* Custom Color
*Lead time 10-12 weeks

DRAWING FOR APPROVAL

An application-specific drawing is requested and **production will be scheduled after return of signed approval drawing.**
Upcharge if lift is not ordered within 90 days of drawing submission.

DRAWING FOR PRESENTATION

An application-specific drawing is requested and **order will be scheduled immediately for production.**

Lift Gate Required Yes No

13621.00

Note - CPL units are shipped laying down. A lift gate is unable to be used on models 6' and taller. CPL units will require a loading dock or arrangements can be made to pick up at the terminal.

NOTES